

FEDERAL
ACQUISITION
INSTITUTE



Certification Owner Task Aid

*To foster a high-performing,
qualified civilian acquisition
workforce.*



<https://www.fai.gov/>



FAI@mail.mil

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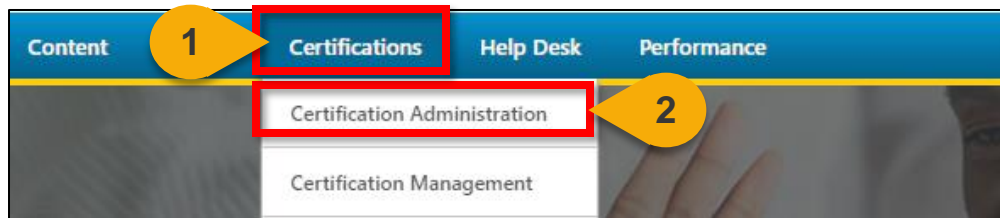
Certification Management



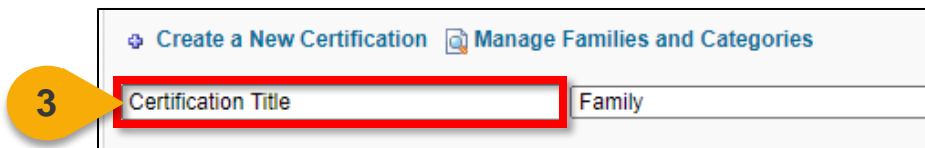
View Certification Information

When you want to view information about a Certification...

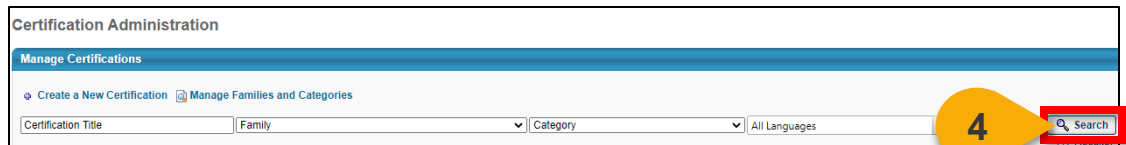
Steps 1 & 2: Hover over the **Certifications** tab, then click **Certification Administration**.



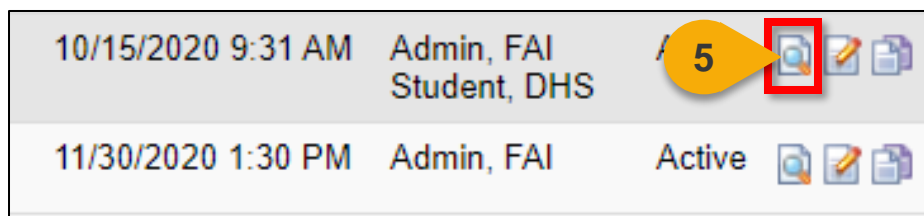
Step 3: Type in the name of the Certification in the **Certification Title** field. Alternatively, you can use the other search criteria available on this page.



Step 4: Click **Search**.



Step 5: Click on the **Magnifying Glass icon** to view information on the Certification of your choice.

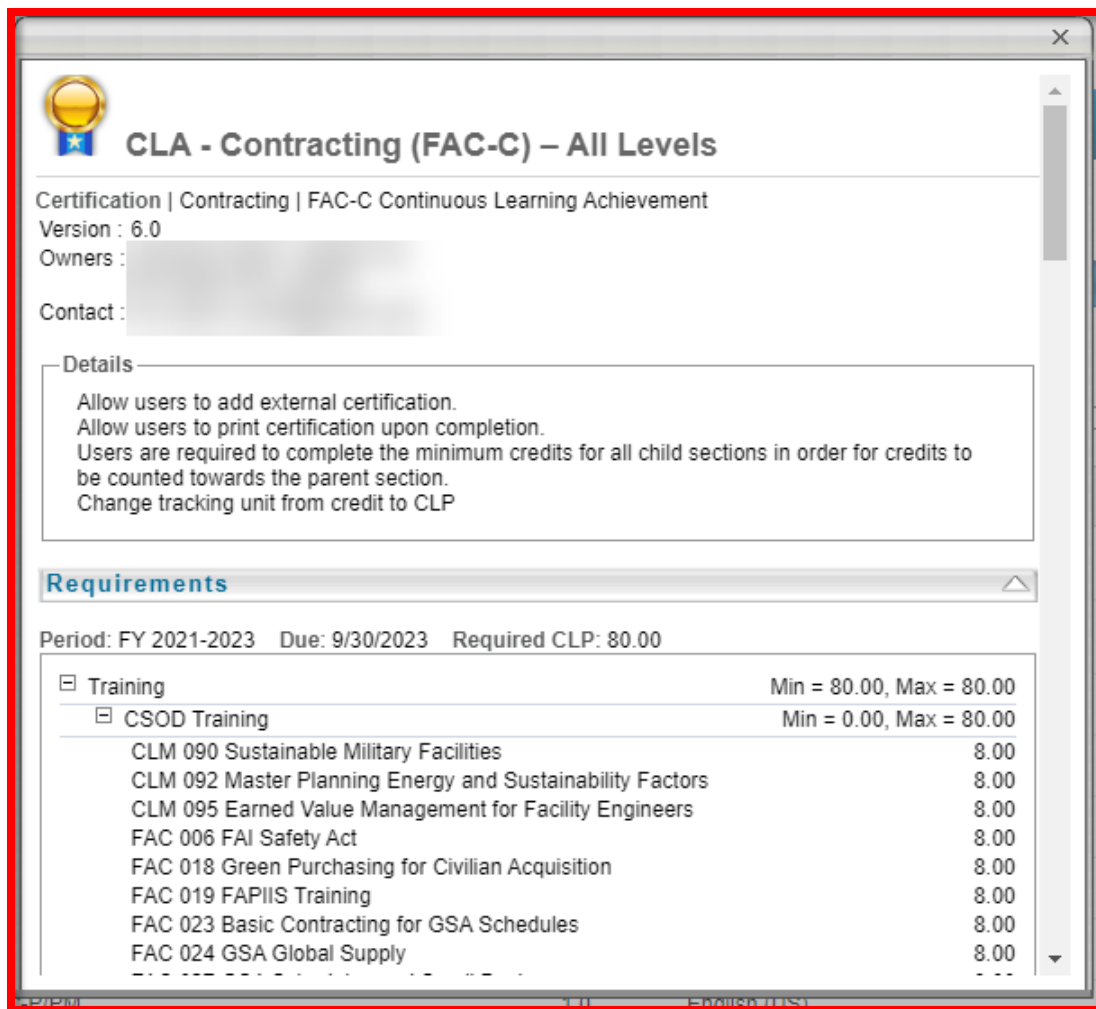


View Certification Information (Cont. 1)

When you want to view information about a Certification...

Step 6: You will now see basic details about the Certification, along with Certification Requirements.

The Requirements sections will show you training, other Certifications, or checklists that are required for the Certification, along with the number of completions each item is worth.



CLA - Contracting (FAC-C) – All Levels

Certification | Contracting | FAC-C Continuous Learning Achievement
Version : 6.0
Owners :
Contact :

Details

- Allow users to add external certification.
- Allow users to print certification upon completion.
- Users are required to complete the minimum credits for all child sections in order for credits to be counted towards the parent section.
- Change tracking unit from credit to CLP

Requirements

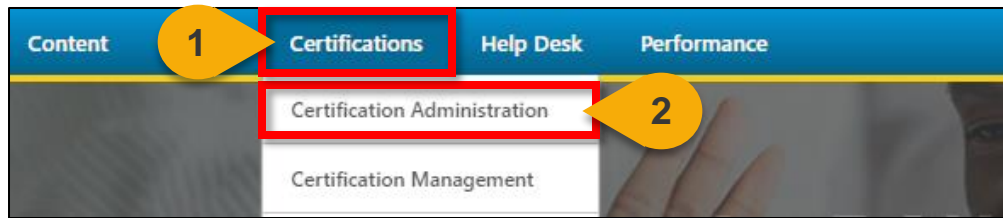
Period: FY 2021-2023 Due: 9/30/2023 Required CLP: 80.00

Training	Min = 80.00, Max = 80.00
CSOD Training	Min = 0.00, Max = 80.00
CLM 090 Sustainable Military Facilities	8.00
CLM 092 Master Planning Energy and Sustainability Factors	8.00
CLM 095 Earned Value Management for Facility Engineers	8.00
FAC 006 FAI Safety Act	8.00
FAC 018 Green Purchasing for Civilian Acquisition	8.00
FAC 019 FAPIIS Training	8.00
FAC 023 Basic Contracting for GSA Schedules	8.00
FAC 024 GSA Global Supply	8.00

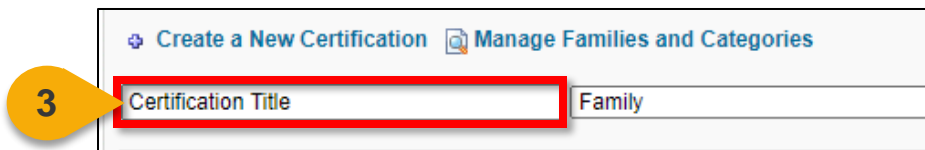
Edit a Certification

When you want to modify a Certification...

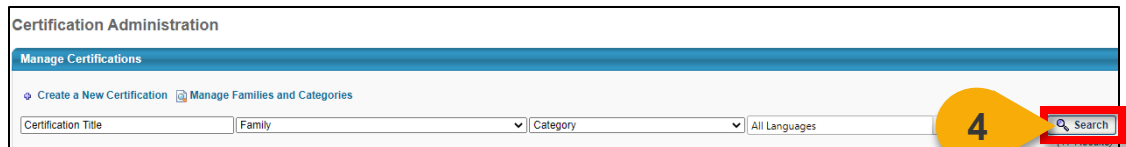
Steps 1 & 2: Hover over the **Certification** tab, then click **Certification Administration**.



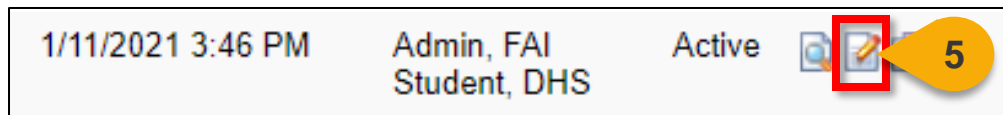
Step 3: Type in the name of the Certification in the **Certification Title** field. Alternatively, you can use the other search criteria available on this page.



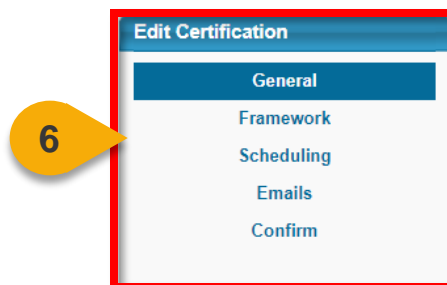
Step 4: Click **Search**.



Step 5: Click the **Pencil and Paper** icon to edit the Certification of your choice.

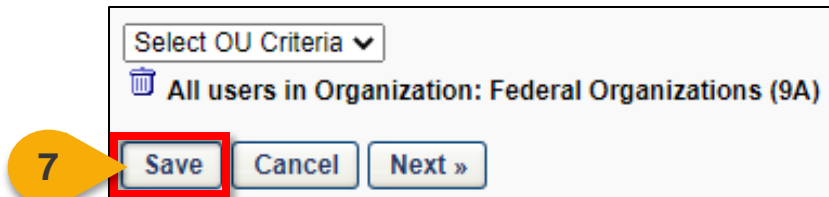


Step 6: Use the **Navigation Links** in the box on the left side of the screen to move to the sections you wish to edit.

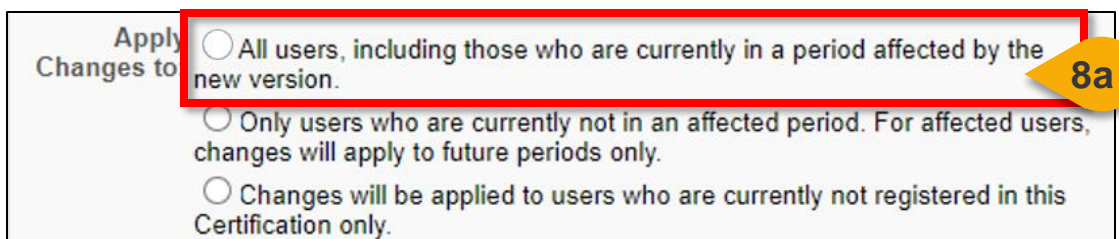


Edit a Certification (Cont. 1)

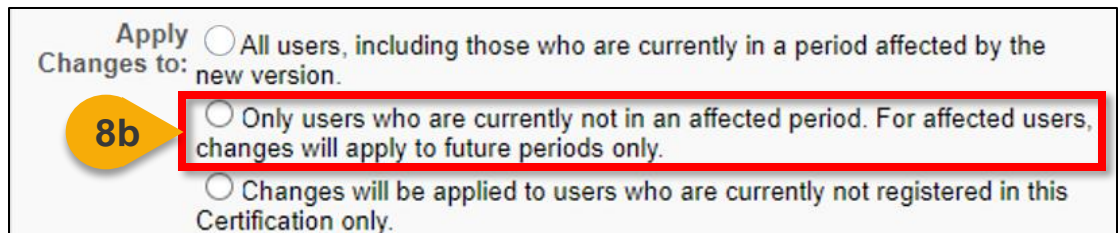
Step 7: Click **Save** on any tab when you are finished. Click **Cancel** to undo any changes that have not been saved. You will be taken back to the Certification Administration page.



Step 8a: A pop-out will appear that will ask you to define the versioning option you prefer. Select **All Users, including those who are currently in a period affected by the new version** to apply the new version to all Users, including Users who are currently within in the Certification period.



Step 8b: Select **Only Users who are currently not in an affected period. For affected Users, changes will apply to future periods only** to apply the new version to future Users periods of the Certification only.



If you added someone as a Certification, they must also be added the Certification Owner role using the smartsheet found here: <https://app.smartsheetgov.com/b/form/abb8e646b7f948819fe67c03dc00bf16>

Edit a Certification (Cont. 2)

Step 8c: Select **Changes will be applied to Users who are currently not registered in this Certification only** to apply the new version only to people who are not currently registered for the Certification.

Apply Changes to: ☐ All users, including those who are currently in a period affected by the new version.
☐ Only users who are currently not in an affected period. For affected users, changes will apply to future periods only.
☒ Changes will be applied to users who are currently not registered in this Certification only.

8c

Step 9: Enter any comments in the **Comment field**.

Comments:

9

(Max. = 250 Characters.)

Step 10: Click **Save**. You will be taken back to the Certification Administration page.

Comments:

(Max. = 250 Characters.)

10

Save

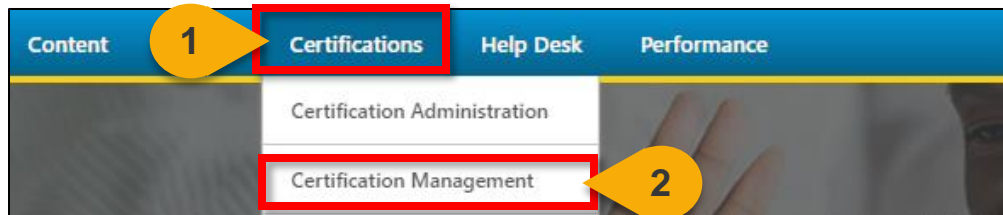
Cancel

Revoke a Certification

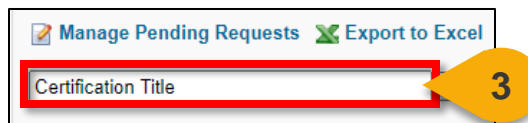
When you want to revoke an Agency Certification for a User...

You can only revoke certifications you are a Certification Owner for. You can not revoke FAI certifications (FAC-C, FAC-COR, FAC P/PM). Please reach out to faicsod@gsa.gov if you need to revoke an FAI certification.

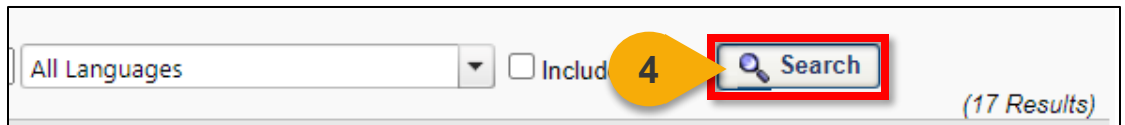
Steps 1 & 2: Hover over the **Certifications** tab and click **Certification Management**.



Step 3: Type in the name of the Certification in the **Certification Title** field. Alternatively, you can use the other search criteria available on this page.



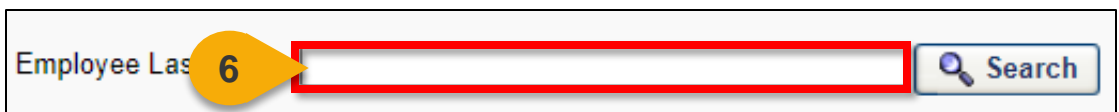
Step 4: Click **Search**.



Step 5: Locate the Certification you wish to revoke and click the **View Users** icon in the Options column.

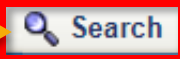


Step 6: A page will open with all the Users who have this Certification on their Transcript. Search for the User whose Certification you wish to revoke by entering their last name in the **Employee Last Name** search box.





Revoke a Certification (Cont. 1)

Step 7: Click **Search**.


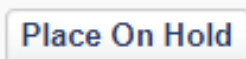
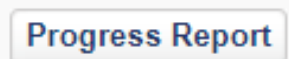
Employee Last Name: **7** 

Step 8: Locate the User whose certification you wish to revoke. Click the **clipboard icon** in the Options column.

Version	Current Status	Options
3.0	In Progress	8  

Step 9: In the top right corner of the screen, click the **Revoke** button.

Details

9   

Title: FAC-C Level 1

Step 10: A popup warning will appear. Enter a comment in the **Comments** field to explain why the Certification is being revoked.

Revoke Certification [X]

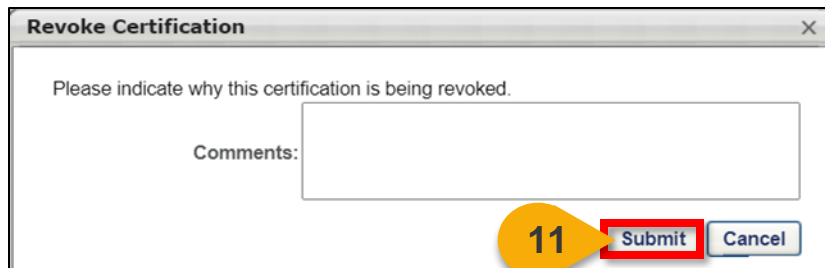
Please indicate why this certification is being revoked.

10 

Revoke a Certification (Cont. 2)

Step 11: Click **Submit**. The Certification Transcript page will reflect the Revoked status in the Status column.



Note: If a User would like to re-enroll in a Certification after it has been revoked, you will first need to remove them from the Certification entirely. Then the User may re-request the Certification. The revocation will still show in reporting.

For Warrants, when you remove a user from a certification, their SF-1402 Access Test LO will not be impacted. The user can go back through the approval process or be proxy-enrolled back into the certification if necessary.

Request a New Certification

If your agency requires a new certification, please use the smartsheet found here: <https://app.smartsheetgov.com/b/form/abb8e646b7f948819fe67c03dc00bf16>

Reports

Standard Reports Available to Certification Owners:

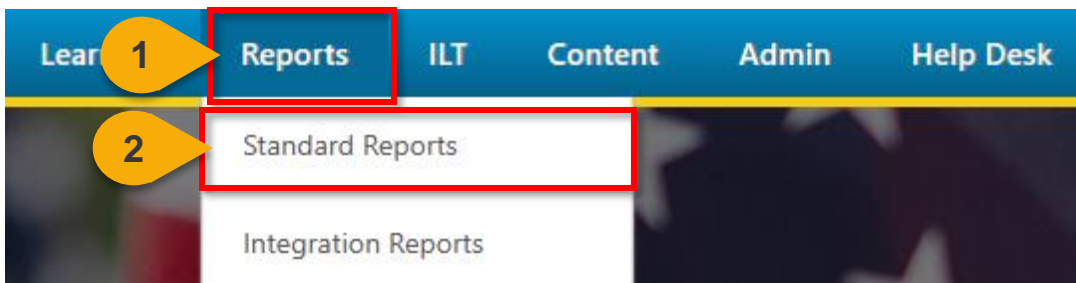
- Certifications Summary Report
- Certifications Details Report



View Standard Reports

When you want to view Standard Reports...

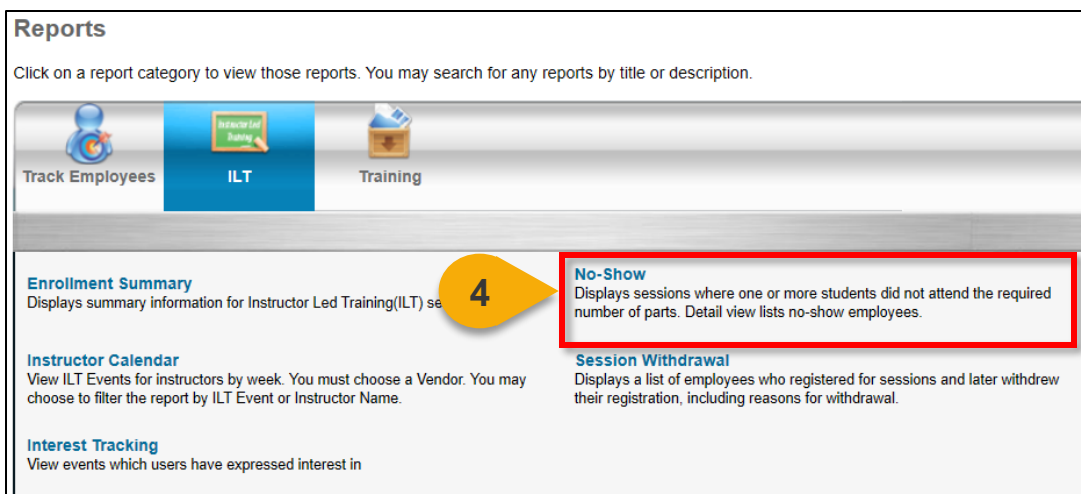
Steps 1 & 2: Hover over the **Reports** tab, then click **Standard Reports**.



Step 3: Choose the **Report Category**. The Report Categories available will vary depending on your roles.



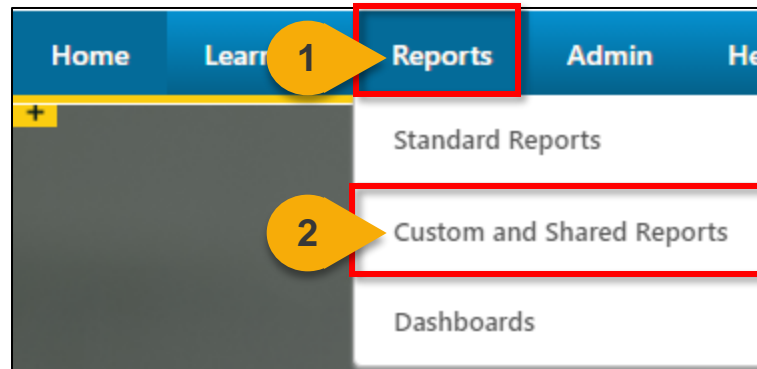
Step 4: Select the type of report you would like to view by clicking on the **name of the report**. The reports available to you will vary depending on your roles. See the previous page of this task aid for the minimum reports you should see for this role.



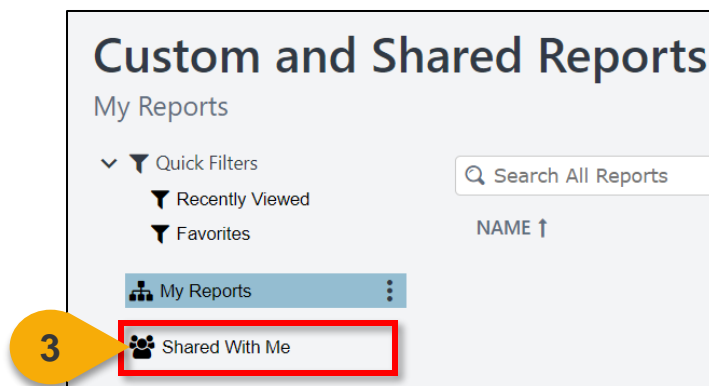
View and Download Custom Reports

When you want to filter and download a report...

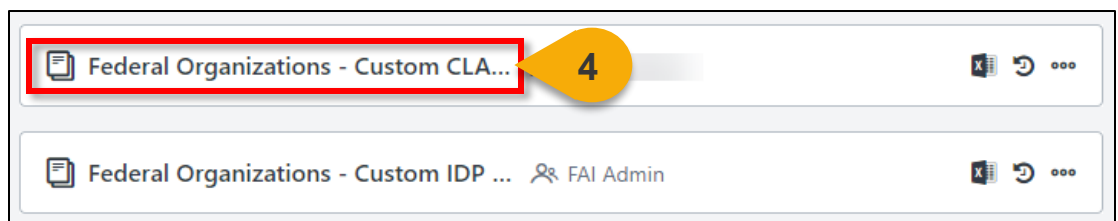
Steps 1 & 2: Hover over the **Reports** tab, then click **Custom and Shared Reports**.



Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.



Step 4: Click the **Report Name** you would like to view to update the report filters.



View and Download Custom Reports (Cont. 1)

Step 5: Update the **filters** as needed. The filters will vary based on the report.

▼ Filters

5

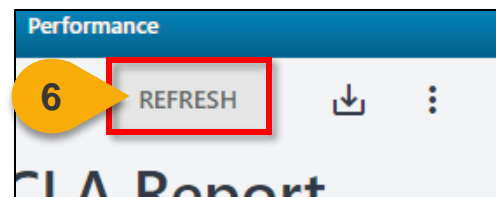
Certifications - Certification Category is equal to FAC-C Continuous Learning

AND

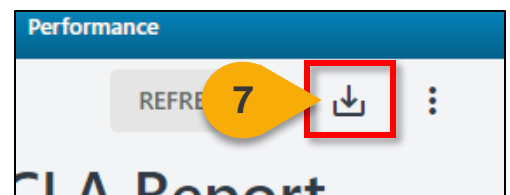
Certifications - Certification User Status is one of Select...

Calculated Fields - Days Until Certification Period Due is greater than 0

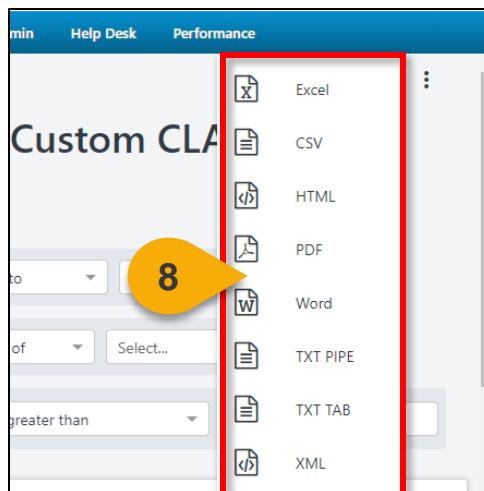
Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



Step 7: Click the **Download Options** icon in the top right corner to see the formats available for this report.



Step 8: Choose the **File Format** in which you would like to download the report. The report will download to your computer.



Additional Resources



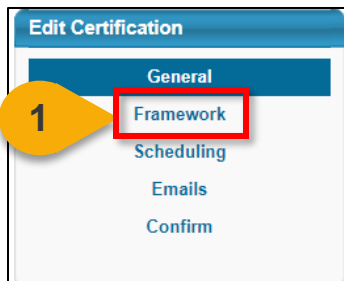
Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	<ul style="list-style-type: none"> FAI CSOD System Questions and Issues FAI CSOD System Errors and Troubleshooting Password Issues and Resets 	Email: DAUHelp@dau.edu Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	<ul style="list-style-type: none"> Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements Agency-specific Acquisition Policies and Procedures Career Development Training and Development Opportunities 	https://www.fai.gov/humancapital/acquisition-career-manager-acm
FAI CSOD Training Materials and Online Resources	<ul style="list-style-type: none"> Task Aids for FAI CSOD Roles FAI CSOD Training Videos Other Guidance for Performing Tasks in FAI CSOD 	https://dau.csod.com/catalog/CustomPage.aspx?id=221000511 https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	<ul style="list-style-type: none"> FAI CSOD Migration Acquisition Training Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) More! 	https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs
FAI Staff	All other questions	faicsod@gsa.gov

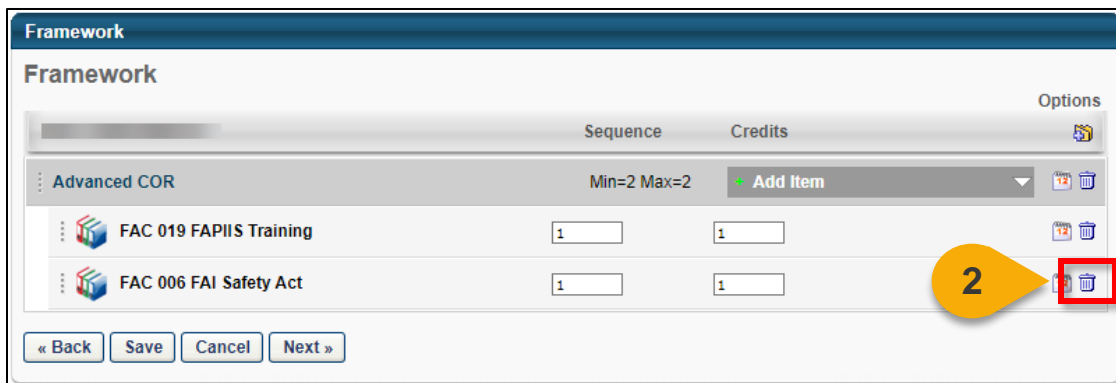
Certification Update Use Case #1

When you want to add or remove a requirement from a certification...

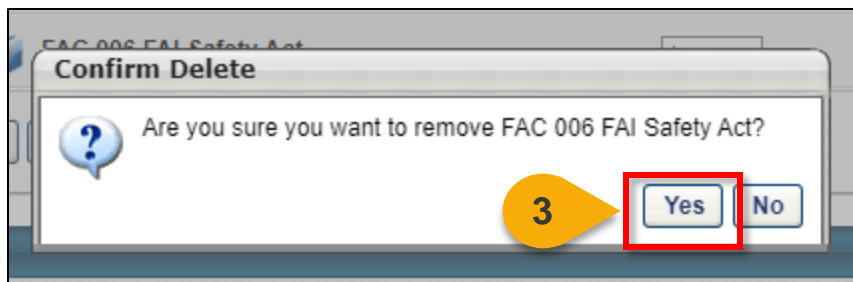
Step 1: Follow the Edit a Certification task aid until step 6. Navigate to the **Framework** tab.



Step 2: To remove a training requirement, click the **trashcan** icon in the Options column.



Step 3: A dialog box will open. Click **Yes** to remove the requirement from the certification..



Certification Update Use Case #1 (Cont. 1)

Step 4: To add a new requirement, hover over the **Add Item** dropdown.

The screenshot shows the 'Framework' interface with a table containing one item: 'Advanced COR' with a sequence of 'M' and '1' credit. A yellow callout bubble with the number '4' points to the '+ Add Item' dropdown menu, which is highlighted with a red box. The dropdown menu is open, showing options: 'Add Section', 'Add Training', 'Add External Training', and 'Add Checklist' (which is checked). At the bottom are buttons: '<< Back', 'Save', 'Cancel', and 'Next >>'. The 'Options' column has icons for each item.

Step 5: Select the item you wish to add.

The screenshot shows the 'Framework' interface. The 'Advanced COR' item now has 'Min=2 Max=2' in the 'Credits' column. A yellow callout bubble with the number '5' points to the 'Add Section' option in the dropdown menu, which is highlighted with a red box. The other options in the menu are 'Add Training', 'Add External Training', and 'Add Checklist' (checked). Buttons at the bottom are '<< Back', 'Save', 'Cancel', and 'Next >>'.

- Select **Add Section** to add a new section to the certification. A popout will ask you enter name and min/max completions required for the section.
- Select **Add Training** to add a new training from the catalog. A popout out will allow to you choose from the catalog.
- FAI does not use the **Add External Training** feature at this time.
- To add a new checklist to your certification, please complete the smartsheet found at: <https://app.smartsheetgov.com/b/form/abb8e646b7f948819fe67c03dc00bf16>

Step 6: After you add your training update the number of credits the new item is worth by entering a numeral in the **Credits** field.

The screenshot shows the 'Framework' interface with two items. The first item is 'Advanced COR' with 'Min=2 Max=2' in the 'Credits' column. The second item is 'FAC 019 FAPIIS Training' with '1' in the 'Sequence' column and '1' in the 'Credits' column. A yellow callout bubble with the number '6' points to the 'Credits' field for the second item, which is highlighted with a red box. Buttons at the bottom are '<< Back', 'Save', 'Cancel', and 'Next >>'.

Certification Update Use Case #1 (Cont. 2)

Step 7: Ensure the Min and Max field reflect the required completions for this section. To update, click the **section title**.

	Sequence	Credits
Advanced COR	Min=2 Max=2	+ Add Item
FAC 019 FAPIIS Training	1	1
FAC 043 Ethics and Procurement Integrity for the Acquisition Workforce	1	1

Step 8: In the dialogue box, enter a **numeral** into the Min and Max fields.

Edit Section

Title: Advanced COR

Credits Required:

Min: 2 Max: 2

OK Cancel

Step 9: Click **OK**.

Edit Section

Title: Advanced COR

Credits Required:

Min: 2 Max: 2

OK Cancel

Step 10: If required, click the **Calendar** icon to add a validity period.

	Sequence	Credits	Options
Advanced COR	Min=2 Max=2	+ Add Item	
FAC 019 FAPIIS Training	1	1	
FAC 043 Ethics and Procurement Integrity for the Acquisition Workforce	1	1	

Certification Update Use Case #1 (Cont. 3)

Step 11: Choose the **validity period** that is appropriate for this requirement.

Validity Period Options

Define training item validity:

- ☒ No validity period defined. Training items are always valid.
- ☐ On the period start date, this item is completed within the past days
(if this is checked, item will be given credit automatically at start of period.)
- ☐ By the Certification Period Expiration Date, this is valid if completed within the past days
(will be ignored if an expiration date is not set for the period.)
- ☐ The item is completed on or after the indicated date :

Step 12: Click **OK**.

Validity Period Options

Define training item validity:

- ☒ No validity period defined. Training items are always valid.
- ☐ On the period start date, this item is completed within the past days
(if this is checked, item will be given credit automatically at start of period.)
- ☐ By the Certification Period Expiration Date, this is valid if completed within the past days
(will be ignored if an expiration date is not set for the period.)
- ☐ The item is completed on or after the indicated date :

Step 13: Click **Next**.




FAC 019 FAPIIS Training

FAC 043 Ethics and Procurement Integrity for the Ac

Step 14: Click the **Edit** icon in the Certification Period.

Select Period Type:

Recertification

Period	Required Credits	Due	Expire	Verification
  	1	None	None	✓ Verification required upon completion of period

Certification Update Use Case #1 (Cont. 4)

Step 15: Enter a numeral in the **Period Required Credits** to match how many completions are required to obtain this certification.

15

Configure Training Period

Certification Period Title:

Period Required Credits:

Total Maximum Credits for Selected Sections:

Details

☒ Verification required upon completion of period

Select Applicable Sections :

☒ Advanced COR (Maximum Credits: 2)

Select Cancel

Step 16: Click **Select**.

16

Configure Training Period

Certification Period Title:

Period Required Credits:

Total Maximum Credits for Selected Sections:

Details

☒ Verification required upon completion of period

Select Applicable Sections :

☒ Advanced COR (Maximum Credits: 2)

Select Cancel

Step 17: Click **Save**.

17

Save Cancel Next >

If users are enrolled in the certification, you will be asked to reversion the certification. Please follow steps 8a-10 in the **Edit a Certification** task aid.

Certification Update Use Case #2

When you want to add another training path...

When adding an equivalent certification path, it is critical that the Min and Max Completions are identical for both paths. See below for a model and examples of incorrect multiple path certifications.

Example 1: Equivalent paths (correct)



Framework			
Framework			
FAC- COR LEVEL III	Sequence	Credits	Options
Training Path 1	Min=2 Max=2	+ Add Item	
FAC 019 FAPIIS Training	1	1	
Choose 1	Min=1 Max=1	+ Add Item	
FAC 089 Writing Quality Performance Evaluations	1	1	
FAC 043 Ethics and Procurement Integrity for the Acquisition Workforce	1	1	
Training Path 2	Min=2 Max=2	+ Add Item	
FAC P/PM Senior Level	1	2	

Example 2: Non-equivalent paths (incorrect)



Framework			
Framework			
FAC- COR LEVEL III	Sequence	Credits	Options
Training Path 1	Min=2 Max=2	+ Add Item	
FAC 019 FAPIIS Training	1	1	
Choose 1	Min=1 Max=1	+ Add Item	
FAC 089 Writing Quality Performance Evaluations	1	1	
FAC 043 Ethics and Procurement Integrity for the Acquisition Workforce	1	1	
Training Path 2	Min=1 Max=1	+ Add Item	
FAC P/PM Senior Level	1	1	

Certification Update Use Case #2 (Cont. 1)

When you want to add another training path...

Example 3: Equivalent path is subordinate to main path (incorrect)



Framework			
Framework			
	Sequence	Credits	Options
FAC- COR LEVEL III			
Training Path 1	Min=2 Max=2	+ Add Item	
FAC 019 FAPIIS Training	<input type="text" value="1"/>	<input type="text" value="1"/>	
Choose 1	Min=1 Max=1	+ Add Item	
FAC 089 Writing Quality Performance Evaluations	<input type="text" value="1"/>	<input type="text" value="1"/>	
FAC 043 Ethics and Procurement Integrity for the Acquisition Workforce	<input type="text" value="1"/>	<input type="text" value="1"/>	
Training Path 2	Min=2 Max=2	+ Add Item	
FAC P/PM Senior Level	<input type="text" value="1"/>	<input type="text" value="2"/>	